

BUDGET LETTER

SUBJECT: ACCOUNTING MONTH-END CLOSING REQUIREMENTS FOR FISCAL DEPARTMENTS	NUMBER: 16-05
REFERENCES: STATE ADMINISTRATIVE MANUAL SECTIONS 7900 ET SEQ, BL-15-27, GOVERNMENT CODE SECTIONS 13310 AND 13344	DATE ISSUED: March 14, 2016
	SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

NOTE: Accounting Officers are requested to forward a copy of this Budget Letter (BL) to the Department's Procurement Office and Internal Audits.

This BL informs departments using the Financial Information System for California (FI\$Cal) for their accounting functions of Month-end Closing (MEC) requirements for the remainder of 2015-16.

<i>Deadlines and Deliverables</i>	
April 30, 2016	Close accounting periods through February.
May 31, 2016	1. Close accounting periods through April. 2. Complete reconciliations and Plan of Financial Adjustments (PFAs) through February.
June 30, 2016	1. Close accounting periods through May. 2. Complete reconciliations and PFAs through May.

Existing state policy requires departments to complete month-end close reconciliations within 30 days after the end of the month. During the implementation of FI\$Cal, recognizing the level of difficulty through the transition and various factors that required more time to complete the reconciliations, a temporary exemption to this policy was granted. In the meantime, Department of Finance (Finance) has conducted Accounting Overview and Plan of Financial Adjustment and Agency Reconciliation in person training classes for Wave 1 and Wave 2 departments to enhance your success in MEC and year-end closing. The PowerPoint presentations from these classes are available on the Finance website: http://www.dof.ca.gov/FISCal_Resources/ and should be used as resources during MEC.

FI\$Cal departments must quickly assess their current status and determine next steps to meet these deadlines, such as making the necessary resources available, prioritizing workload, working overtime, etc. Finance has partnered with FI\$Cal to ensure there is sufficient support for Wave 1 and 2 departments. Onsite support will be available at Finance to assist departments in meeting these deadlines. Departments should work with their FI\$Cal Readiness Coordinator and Finance accounting analyst to make arrangements for additional support.

If you have questions regarding this BL, please contact Finance, Fiscal Systems and Consulting Unit, at (916) 324-0385 or by e-mail at FSCUHotline@dof.ca.gov.

/s/ Veronica Chung-Ng

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